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Weekly Report for the Week Ending 22 April 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 28 actions requiring the printing of ~~blank forms~~ *215 400 copies or sets of blank forms.*
- (2) Three new and six revised forms were approved.

b. Intangible

- (1) Visited three Envelope companies in Baltimore, Md., for ideas in developing the Agency Chain Envelope. The companies we visited will submit their ideas and costs in the near future. []
- (2) A list of 282 obsolete forms (previously reported as obsoleted) was sent to five Agency components as information to be used to bring their records up to date. The Machine Records Division Stock Control Branch and Stock Cataloguing Branch to eliminate these forms; [] to destroy the form plates and Vital Materials to destroy the forms. []
- (3) Fifty-two bootleg forms were found in a recent survey of FDD/00. After checking these forms against our indices and file of forms, it was discovered that:
- a. Many of them can be replaced by official forms.
- b. Several can be reduced in size and improved in format. Steps are to be taken to make these forms official.
- c. Some of them can be combined. []
- (4). A memorandum was sent to all ARO's in February concerning forms utilization. As a result, the Leave Schedule form which was previously used by one office (100 per year) was requested by many offices. Since February, 1800 forms have been issued. []

2. Assignments - Active

a. New Building Project (50% complete)

The following has been accomplished:

- (1) Arranged for personnel processing kits to be assembled by IAS/OP.

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- (2) Initiated new badge number coding system.
- (3) Started procurement action for additional permanent photo badges.
- (4) Designed new "One Day" pass.
- (5) Designed 1 new form and revised 1.
- (6) Arranged for new badge inserts to be printed by PSD.
- (7) Designed new badge code card.

b. Five new and 14 revised forms.

3. News

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a. Training of [redacted]

1. Attended presentation of "New Building" ^{given} at Records Center.
2. Continued discussions with the Comptroller's Office and RI/DDP reference transmittal of T&A forms to the field.
3. Designing a new form which will replace two forms.

b. Results of the 1959 Spring Charity Drive:

83.3% of the Management Staff contributed \$126. to the National Health; Agency contribution was \$23,543.08 with a 72.3% participation.

70.8% of the Staff contributed \$56. to the Joint Crusade; Agency contribution was \$12,621.10 with a 60.4% participation.

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c. [redacted] gave ~~the~~ "New Building" presentation to the Records Center personnel.

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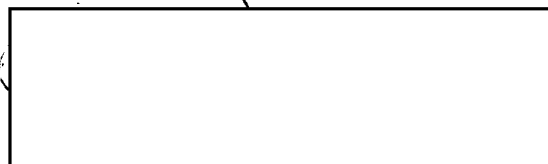
d. [redacted] ~~has~~ had a request from the PP Staff for a black ditto that will produce up to 300 copies. A manufacturer who has been working on such a ditto has been contacted and will let us know his findings.

e. [redacted] attended the last IRAC meeting.

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f. All members of the Branch attended the last "MATOMIC ACADEMY" on Organization Planning.

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RECORDS DISPOSITION BRANCH

1. Contributions

Provided supply of Record Schedule Forms 139 and 139a to WE Division. Discussed RMS statistical price list of January 1959 with Joe Russell of NSC.

Arranged with R&S, BSO to send supply of storage boxes for 5x8 cards to J. Building, BSO, at request of [REDACTED]

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2. Assignments

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a. Filing Equipment [REDACTED]

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Security/ Building 13
OO/Contact Division [REDACTED]
OP/Contract Personnel Division
OP/Records Services Division
No change from previous report.

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Discussed the possibilities of additional shelf filing installations in IR/OCR with [REDACTED] ARO/OCR.

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Arranged through [REDACTED] Chief, General Purchase Branch, a meeting with Robert W. Wolcott of Wolcott and Associates for information on a new type of filing equipment called the Becker Rite-Tilt cabinet.

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Briefed [REDACTED] of the Records Center on procurement of filing equipment.

b. Records Systems

None

c. Records Schedules

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OO/FDD [REDACTED] and team)

The ARO has returned the Records Control Schedule with comments on items in which FDD Staff does not concur. These items will be reviewed by the Records Disposition team, [REDACTED] who will coordinate and reconcile the changes to be made.

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d. Special Projects

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OSS Records/RI [REDACTED]

Inventory continues.

Support Staff Records/DD/P [REDACTED]

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Reissuance of Handbook for Subject Filing as Unclassified Publication. []

Discussed proposed reissuance of [] with [] Chief of Employee Activities Branch/OS, on 16 April. Marked copy of HB showing changes proposed by RMS submitted to [] for detailed sterilization review by OS.

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Review of Clerical Training in Filing []

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Discussed proposed visual aids with [] Chief of Induction Training/OTR/CT, and [] OTR/Graphics. Submitted proposed practice and test materials to [] for review.

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File cabinet (4-drawer legal) received by OTR/Clerical Training through ARO/OTR. Began stocking it with training kit material and preparing it for use as demonstrator.

Emergency Filing Equipment []

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Interviews and collecting of facts continue.

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File Cleanup Campaign []

Campaign material reviewed and renewed effort made to launch campaign.

Booklet and DCI's memo to employees revised.

Additional promotional material drafted.

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3. Vital Materials []

The Security Office, VM Deposit Schedule has been changed to deposit tab listings of Employee's Badge Records on a monthly basis instead of the present quarterly basis.

Arrangements are being made with the Personnel Pool to assist OCR in typing microfilm carton labels for OCR/Library batch microfilm on deposit in the Repository.

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Special Project

With [] began a study of the filing techniques and retention periods for teletypes and reference materials used by the EE and USSR/Editorial Branch/FBIS. Visits were made to USIA and Associated Press to review filing techniques for teletypes.

Microfilming:

OCR/GR continues.

OCR/IR continues.

ORR/Services Div/Strategic Trade Division and the Communications Branch completed this week.

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4. News

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- a. [] attended ASPA Luncheon 15 April and heard Senator Joseph Clark talk on "The President and Congress".
- b. All members of the Branch attended IRAC Meeting on "The Records Disposition Workshop" at NARS on 17 April and the Management Staff Lecture on "Organizational Planning" by [] on 17 April.

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Report for Week Ending 22 April 1959
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[REDACTED]

1. Contributions (Intangible)

a. Manned the records management Support Services exhibit and briefed about fifteen people on the Program. Thirty Program pamphlets were distributed.

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b. Met with [REDACTED] OTR, Briefed him on our on-the-job training program, and arranged for crediting the training of [REDACTED] and [REDACTED] to RID/DD/P's five percent training quota.

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c. Briefed [REDACTED] (FBID) and [REDACTED] (Records Center) on various aspects of the Records Management Program.

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d. ^{Evaluated}~~Elevated~~ and recommended non-adoption of the following employee suggestions:

a. 59-309 - Use of Preaddressed Cards to transmit Courier Envelopes to and from Machine Records Division.

b. 59-421 - Use of Letterex for CIA Letterhead Courtesy Copies.

e. Recommended to Supply Division that legal size letterex be stocked in 8" rather than 8 $\frac{1}{2}$ " widths, to facilitate its use with Agency forms.

2. Assignments - Active

a. Courier Receipt and Chain Envelope.

b. Graphics Register Film Index - Diebold 5400 card elevator file was installed on loan. Tests so far indicate that it has several advantages over the Mosler Revo-File also being tested.

c. Overnight Storage Box.

d. DD/P Records Management Training Program.

e. Records Disposition Workshop - Developed tentative outline of "A" and "B" workshops for DD/S and DD/I personnel.

f. Revision of RMS Positions.

3. News

a. Twenty-six Agency people attended last weeks IRAC meeting, "REcords Disposition Workshop." Twelve were from RMS, two from O&M Staff, and the remainder from operating offices.

- b. Attended a meeting of the U. S. Government Correspondence Manual Advisory Board, at which the draft of the manual was approved for review by all Federal Agencies.
- c. Confirmed three nominees for the IRAC Steering Committee slate to be voted on at the 15 May meeting.



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